



# City of Rowlett

## Meeting Minutes

### City Council

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

*City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.*

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Tuesday, August 5, 2014

5:30 P.M.

Municipal Building – 4000 Main Street

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As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

**Present:** Mayor Gottel, Deputy Mayor Pro Tem Pankratz, Councilmember Bobbitt, Councilmember Dana-Bashian, Councilmember Sheffield and Councilmember van Bloemendaal

**Absent:** Mayor Pro Tem Gallops

**1. CALL TO ORDER**

Mayor Gottel called the meeting to order at 5:34 p.m.

**2. EXECUTIVE SESSION (5:30 P.M.)\* Times listed are approximate**

- 2A.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the offer of financial or other incentives to business prospects that the City may seek to have locate in or near Elgin B. Robertson Park. (15 minutes)

Council convened in Executive Session at 5:35 p.m. Out at 6:19 p.m.

**3. WORK SESSION (5:45 P.M.)\***

- 3A.** Presentation of the Fiscal Year 2015 (FY2015) Proposed Budget. (45 minutes)

City Manager, Brian Funderburk, presented the proposed FY2015 budget with a review of what the City has done fiscally in recent years – lowered expenses, decrease in staffing levels and a significant decrease in property tax revenue. He outlined 11 proposals – nine for FY2015 and two for FY2016, which includes: implement compensation plan based on study from Evergreen;

modify the City's employee vacation and sick leave payout policy; add three cents to the property tax rate to cover the budget shortfall in the General Fund; add one cent to the property tax rate to enhance parks maintenance standards and improvements; add one cent to the property tax rate for community enhancement programs, add a monthly surcharge for water rates due to water restrictions; use Cash CIP Fund to cover Library improvements and Chamber relocation costs; hold bond election in May 2015; reduce the tax exemptions for over 65 and disabled; and adjust percentage of premiums charged to retirees for medical benefits.

Council discussion regarding water surcharge, the rollback rate calculation, and the tax increase for parks maintenance and improvements. Councilmembers expressed their gratitude to staff for their hard work in putting the budget together.

- 3B.** Discuss a resolution accepting the bid and awarding a contract for the purchase of six 2015 Ford Explorer Police Interceptor patrol motor vehicles to Sam Pack's Five Star Ford in the amount of \$175,182 for the Police Department through the Interlocal Cooperative Purchasing Agreement with Texas Smartbuy. (30 minutes)

Paul Sandman, Assistant Police Chief, provided the background information regarding this purchase, including fleet's determination of replacement for patrol vehicles, changes in nationwide utilization, and the changing needs of our officers in terms of size and equipment. He outlined the process by which staff made the determination to switch to an SUV type vehicle versus the sedan, which is currently in use. It was the consensus of Council to consider this purchase at an upcoming Council meeting.

- 3C.** Discuss Water Distribution Flushing Practices. (15 minutes)

Tim Rogers, Public Works Director, presented the rationale of flushing during imposed water restrictions and why it is important to the community, discussed the impacts and the need for maintaining the distribution system through – requirements, a monitoring plan, public safety, and water detention time.

Due to time constraints, Council will return after the Regular Session to discuss item 3B.

**4. DISCUSS CONSENT AGENDA ITEMS**

Councilmembers Dana-Bashian and Sheffield requested that item 7D be removed from the Consent Agenda for individual consideration. Discussion regarding the reasoning for the change order and the discussions with the City of Dallas regarding the type of wood not allowed in the take line.

Council took a short break at 7:23 p.m.

**CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)\***

Council reconvened in Regular Session at 7:31 p.m. Mayor Pro Tem Gallops joined the meeting.

**INVOCATION – Mayor Gottel**

**PLEDGE OF ALLEGIANCE**

**TEXAS PLEDGE OF ALLEGIANCE – Led by the City Council**

**5. PRESENTATIONS AND PROCLAMATIONS**

- 5A.** Presentation of Proclamations to Dave Holl and Anna Rigodanza for Awards received from Keep Texas Beautiful.

Councilmember Sheffield presented the proclamations to Mr. Holl and Miss Rigodanza with members of Keep Rowlett Beautiful present.

- 5B.** Proclamation of Rowlett Human Resources Professionals Appreciation Week (Aug 11-15, 2014) in conjunction with National Human Resources Professionals Appreciation Week.

Councilmember Bobbitt presented the proclamation to John Murray, Director of Human Resources and Risk Management and his staff: Sherry Pannell, Brandi Bull, and Amanda Mullaney (Alyssa Maxon was not present).

- 5C.** Duck Creek District Cub Scout Twilight Camp presentation of money raised for a new playground.

Councilmember Dana-Bashian received the funds on behalf of the City. Chris Garner, Camp Director, along with members of the troop and troop leaders, presented the City with \$371.67.

- 5D.** Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

Mayor Gottel announced the following: Upcoming City Council meetings: Tuesday, August 19<sup>th</sup>; Regular Meeting – City Hall Conference Room. Budget Work Sessions: Thursday, August 14<sup>th</sup>, 6:30 – 9pm; Friday, August 15<sup>th</sup>, 6:30 – 9pm; Saturday, August 16<sup>th</sup>, 9am – 1pm. Upcoming Planning & Zoning Commission meetings will be Tuesday, August 12<sup>th</sup> and 26<sup>th</sup>; 6pm in City Hall Conference Room. **ACCEPTING APPLICATIONS FOR BOARDS & COMMISSIONS NOW!** City Council will be appointing citizens to fill term vacancies during the September 16<sup>th</sup> Council meeting. Currently 10 Boards & Commissions – ranging from Animal Shelter Advisory Board to Traffic & Safety Advisory Commission. Detailed descriptions of each Board plus the applications are available online on the homepage. Also, both are available at the City Secretary's Office located at 4000 Main Street. Accepted through August 15<sup>th</sup>. Eligibility requirements are the same as for the City Council. **STAGE 3 WATER RESTRICTIONS** – residents can water Once Every TWO Weeks. **ANIMAL SHELTER** – Help us maintain a 96% live release rate! **PET ADOPTATHON!** ONLY \$25 TO ADOPT! Vaccinations, sterilization and microchip included in price! Saturday, August 16<sup>th</sup>, 10am – 5pm. Low-cost vaccine clinic Saturday, August 23<sup>rd</sup> and Saturday, September 20<sup>th</sup> 1-4pm. Normal business hours at 4402 Industrial Street are Monday-Friday, 10am-5pm and Saturday, 10:30am-5pm. Upcoming events for Parks and Recreation:

Movies on Main will start at approximately 6pm on Main Street downtown: September 5<sup>th</sup> (The Smurfs 2); September 12<sup>th</sup> (Free Birds); September 19<sup>th</sup> (Monsters University). Wet Zone is open through August 17<sup>th</sup> – check out the Parks & Recreation page on our website for hours of operation and more information on the programs held at the Community Centre this summer. Upcoming events at the Rowlett Public Library: Check out everything going on at the Library this summer at Rowlett.com or the Rowlett on the Move newsletter. Arts & Humanities Annual Photography Contest: 2014 Theme – “Rowlett Up Close!” Entries accepted at the Rowlett Library on Saturday, September 6<sup>th</sup> from 10am to noon. Will be on display through October 4<sup>th</sup>. More information at Rowlett.com on the Arts & Humanities page. Library Camp: Teenage Mutant Ninja Turtles – Friday, August 8<sup>th</sup>, 2pm. Homeschooling: How? – Saturday, August 9<sup>th</sup>, 10am. Tea for Teachers – Tuesday, August 12<sup>th</sup>, 2pm. Library Camp: Shark Week! – Friday, August 15<sup>th</sup>, 2pm. Library Camp: Rule the School! – Friday, August 22<sup>nd</sup>, 2pm. Super Saturday: Doctor Who – Saturday, August 30<sup>th</sup>, 2pm. CITY RECEIVES FINANCIAL AWARD - Received the Texas Comptroller Leadership Circle Award for the third consecutive year. New level of Platinum added during 2014. City of Rowlett met all 22 criteria to be upgraded from Gold status to Platinum! Congratulations to the Accounting Division! NAMED 10<sup>TH</sup> SAFEST CITY IN TEXAS! By Movoto. They looked at 2012 FBI crime statistics of the top 100 most populated places in Texas. Statistics included: murder, violent crime, property crime and total crime.

Deputy Mayor Pro Tem Pankratz announced the ACTOR production of “Murder for Dummies” to be held August 8-10 and 15-17 at Main Street Events. Fri/Sat shows at 8 pm and Sunday at 2 pm. Tickets are available online at [www.actortx.com](http://www.actortx.com).

## **6. CITIZENS' INPUT**

Perry Abney, 9958 Merritt Road, Rowlett; spoke regarding the Merritt Road project and the effects on his home.

Jeremy Holland, 2103 Fairway Winds Ct, Wylie; spoke regarding the City's invocation policy.

## **7. CONSENT AGENDA**

- 7A.** Consider action to approve minutes from the July 8, 2014, City Council Special Meeting, and the July 15, 2014, City Council Meeting.

**This item was approved on the Consent Agenda.**

- 7B.** Consider action to approve a resolution awarding the bid for Section I mowing services to Ely Tree and Landscape in the unit amounts bid with an estimated annual amount of \$65,000 and authorizing the City Manager to execute the necessary documents for said mowing services for the Community Services Code Enforcement Division.

**This item was approved as RES-061-14 on the Consent Agenda.**

- 7C.** Consider action to approve a resolution authorizing the final acceptance and release of retainage for the Skyline at Osage Alley and Sewer Line Replacement in the amount of \$24,622.44 to A&M

Construction and Utilities Incorporated and authorizing the Mayor to execute the necessary documents.

**This item was approved as RES-062-14 on the Consent Agenda.**

- 7D. Consider a resolution approving Change Order Number 1 to the contract with York Bridge Concepts, Incorporated in the amount of \$105,318.90 for upgrading the elevated boardwalk piers to non-treated timber for the Scenic Point Park Project and authorize the Mayor to execute the necessary documents.

**This item was removed from the Consent Agenda for individual consideration.**

**A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember Dana-Bashian, to approve the item as presented. The motion carried with a vote of 6 in favor and 1 opposed (Sheffield). This item was adopted as RES-063-14.**

- 7E. Consider action to approve a resolution for contract renewals of employee benefits for Fiscal Year 2015 to Aetna in the estimated amount of \$146,292 for Third Party Administration Medical Services; to Aetna for Individual and Aggregate Stop Loss Insurance in the amount of \$420,760; to Aetna for Section 125/Cafeteria Plan Administration in the estimated amount of \$12,736; to Special Insurance Services, Inc. for GAP insurance in the estimated amount of \$170,491; to Delta Dental for dental insurance in the estimated amount of \$216,558; to SunLife for life accidental death insurance, optional life and accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$60,420; to Block Vision for optional vision insurance in the amount of \$26,706, and authorizing the City Manager to execute all necessary documents.

**This item was approved as RES-064-14 on the Consent Agenda.**

- 7F. Consider action to approve a resolution to contract with Stonebridge Veterinary Hospital of Rowlett to provide veterinary services for the Rowlett Animal Shelter for an estimated amount not to exceed \$52,402.

**This item was approved as RES-065-14 on the Consent Agenda.**

- 7G. Consider a resolution authorizing final acceptance of an access, water, sewer, and drainage easement associated with 5000 Lakeview Parkway, being an unplatted 1,762 square-foot portion of Tract 14.1, Page 886 from the Thomas Lumley Survey Abstract No 789, Dallas County, Texas.

**This item was approved as RES-066-14 on the Consent Agenda.**

**Passed the Consent Agenda**

**A motion was made by Deputy Mayor Pro Tem Pankratz, seconded by Councilmember Bobbitt, including all the preceding items marked as having been approved on the Consent Agenda. The motion carried with a unanimous vote of those members present.**

**8. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 8A.** Consider action to approve a resolution amending the Munis Enterprise Resource Planning Software system contract with Tyler Technologies, Incorporated for the purchase of a Human Resources Information Systems module in the amount of \$80,478 and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said contract amendment.

Deputy Mayor Pro Tem Pankratz stepped away from the dais.

John Murray, Director of Human Resources and Risk Management, presented the background information on this item and Item 8B regarding the City's current utilization of a "non-system" and current processes utilized along with the RFP process and determination of selecting a hybrid system.

**A motion was made by Councilmember Sheffield, seconded by Councilmember van Bloemendaal, to approve the item as presented. The motion carried with a vote of 6 in favor and 1 absent (Pankratz). This item was adopted as RES-067-14.**

- 8B.** Consider action to approve a resolution awarding the bid for the purchase of a Kronos TeleStaff Time Management System and other time keeping equipment to immixTechnology, Incorporated in the amount of \$285,880.92 through the Texas Comptroller of Public Accounts and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said purchase.

**A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember Dana-Bashian, to approve the item as presented. The motion carried with a vote of 6 in favor and 1 absent (Pankratz). This item was adopted as RES-068-14.**

- 8C.** Consider action to approve a resolution to place a proposal to adopt a tax rate for Fiscal Year 2014-2015 (FY2015) on the agenda of a future meeting and schedule two public hearings.

Deputy Mayor Pro Tem Pankratz returned to the dais.

Alan Guard, Chief Financial Officer, outlined the State regulations which require this action.

**A motion was made by Councilmember Sheffield, seconded by Mayor Pro Tem Gallops, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was adopted as RES-069-14.**

- 8D. Present the Community Development Block Grant Program – 2014 Annual Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2014 Community Development Block Grant Annual Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

Marc Kurbansade, Director of Development Services, presented the proposed 2014 Annual Plan. Council discussion regarding legal advertising and dates/times for the public hearings held prior to this meeting, the reallocation of unused administrative funds to other items and changing the previously agreed upon \$5,000 cap per individual for the Housing Rehabilitation Program.

The public hearing opened and closed with no speakers.

**A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember Sheffield, to approve the item as presented and to eliminate the \$5,000 cap per individual for the Housing Rehabilitation Program and use the \$24,999 HUD benchmark. The motion carried with a unanimous vote of those members present. This item was adopted as RES-070-14.**


**TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS**


There was no action taken.

After a short break at 9:09 p.m., Council reconvened in the Work Session at 9:15 p.m. to discuss item 3B.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 9:43 p.m.

  
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Todd W. Gottel, Mayor

  
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Laura Hallmark, City Secretary

Date Approved: August 19, 2014